

**The Center School
Scoring Rubric for Attendance
TEACHERS DUE DATE TO RETURN TO MAIN OFFICE:**

Student Name: _____ **ID #** _____

Course Name _____ **Period #** _____

See the scoring guide for the attendance appeal policy (below). TCS attendance policy requires students to turn in notes to the Attendance Office excusing their absences within 3 school days of returning from an absence. No exceptions: notes not received within 3 days are not accepted; the absences are unexcused. Three tardies equal one absence.

Teacher's attendance is the attendance of record.

Please circle the points awarded for each of the criterion.

CRITERIA	1 POINT well below standard	2 POINTS approaching standard	3 POINTS AT STANDARD	4 POINTS exceeding standard
Criterion 1: ATTENDANCE	More than 16 absences	16 absences	14 absences	12 absences
Criterion 2: REASONS FOR ABSENCES	Majority of absences avoidable	Reasons for absences include reasons <u>other</u> than those listed (see Standard →)	Absences due to illness, health condition, family emergency, religious purposes, or parent- approved activities w/ prior school approval	Extended illness / surgery, with seven or more contiguous absences
Criterion 3: UNEXCUSED ABSENCES	6 or more	4 to 5	2 to 3	0
Criterion 4: ACADEMIC EFFORT AND PROGRESS	Passing, minimal effort, many missing assignments	Passing, shows some effort, some missing assignments	Passing, consistent effort, very few missing assignments	Passing, shows exceptional effort, no missing assignments
Criterion 5: BEHAVIOR, ENGAGEMENT IN LEARNING, ACCOUNTABILITY	Rarely cooperates or is engaged in classroom activities, often not responsible [optional to also consider excessive tardiness here]	Occasionally uncooperative, irresponsible, not engaged in classroom activities	Most always cooperative, responsible, engaged in classroom activities	Exceptionally cooperative, engaged, responsible. [optional to also consider exceptional punctuality here]

Other – 1 or 2 additional points may be given at the teacher's discretion. (Circle One) 1 Point 2 Points

Reason:

15 points are required for Successful Attendance Appeal + Restoration of Credit.

This student's total score =

Circle One: DENIED APPROVED

Teacher's Signature: _____

Date: _____

Administrator's Signature _____

Date: _____